

CONFIDENTIAL*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 August 1957

FROM : Chief, Intelligence Production Faculty

25X1

SUBJECT: Weekly Activities Report No. 35
21 August - 27 August 1957

25X1

I. SIGNIFICANT ITEMS

25X1

Nothing to report.

II. OTHER ACTIVITIES

25X1

A. [] JOT's completed the Intelligence Techniques Course on Friday, 23 August. 25X1

B. As of today, enrollment in courses beginning on 9 September is as follows: Effective Speaking - [] Intelligence Research (Maps) - [] and Writing Workshop - [] The Writing Workshop will be run in two sections to take care of the enrollment. Registration for these courses closes on 30 August. 25X1

C. [] has made arrangements with [] to use 117 Central Building for the last two sessions of Effective Speaking Course No. 4. 25X1

D. On Thursday, 22 August, [] sent the first revised reading test to [] of A&E; she expects to have the second test ready for A&E this week. These new tests will be used in the 23 September class as part of an experimental design for studying reading tests. 25X1

E. At the request of Mr. Edward Fulcher of the Department of Agriculture Reading Program, [] sent to him 50 T-Scope digit cards which she and [] no longer use. 25X1

III. PERSONNEL NOTES

25X1

A. On Friday, 23 August, [] formerly with the Services Division, ERA, ORR, joined the Intelligence Production Faculty of the Intelligence School. 25X1

B. On Thursday, 22 August, [] returned from a week's annual leave. 25X1

C. On Monday, 26 August, [] returned from two week's military leave.

D. On Tuesday, 27 August, [] was guest speaker at the Toastmasters' Club. His subject was "Trends in Public Speaking." []

CONFIDENTIAL